

Reducing the File Size of Outgoing E-mail by Filtering HTML

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If you use Outlook for your e-mail and compose your messages in Word, you can reduce the file size of the e-mail you send by using filtered Hypertext Markup Language (HTML). Filtering HTML in your outgoing e-mail removes unnecessary HTML without changing the text or basic formatting of your message.

Filter HTML for e-mail messages

1. In Word, on the **Tools** menu, click **Options**, and then click the **General** tab.
2. Click **E-mail Options**, and then click the **General** tab.
3. Select **Filter HTML before sending**.

This will make filtered HTML the standard file format for all the e-mail messages you send when you use Word to write your messages.

To learn more about filtered HTML, see Help in Word.